

## ORDINANCE NO. O-7-22

ORDINANCE ADOPTING THE CITY BUDGET FOR THE FISCAL  
YEAR JULY 1, 2022, THROUGH JUNE 30, 2023, AND LEVYING AN AD  
VALOREM TAX ON ALL ASSESSABLE PROPERTY WITHIN THE  
CITY OF GAITHERSBURG, MARYLAND

WHEREAS, the proposed budget for the 2022-23 Fiscal Year was submitted by the City Manager to the Mayor and City Council as required by the City Charter, as amended; and

WHEREAS, the 2022-23 budget provides a complete financial plan, including anticipated revenues and proposed expenditures, for the fiscal year:

NOW, THEREFORE, BE IT ORDAINED by the Mayor and City Council of the City of Gaithersburg, in public meeting assembled, that the budget for the City of Gaithersburg for the Fiscal Year July 1, 2022, through June 30, 2023, be and it hereby is proposed as follows:

ANTICIPATED REVENUES

Local Taxes	\$34,867,700	
Licenses & Permits	\$4,760,100	
Intergovernmental Revenue	\$23,113,975	
Charges for Services	\$5,667,284	
Fines & Forfeitures	\$1,942,500	
Miscellaneous Revenues	\$1,237,931	
Anticipated Revenues	<u>                    </u>	\$71,589,490
Reappropriation		\$731,414
Transfer In		200,654
Total Anticipated Revenues and Sources of Funds		<u><u>\$72,521,558</u></u>

## PROPOSED EXPENDITURES

City Manager's Office	\$2,554,891	
Office of the City Attorney	\$998,806	
Community & Public Relations	\$4,115,513	
Finance & Administration	\$2,031,453	
Human Resources	\$1,408,435	
Information Technology	\$2,537,929	
Non-Departmental	\$3,477,545	
Parks, Recreation & Culture	\$10,689,155	
Planning & Code Administration	\$6,298,016	
Police Department	\$10,400,590	
Public Works	\$16,964,700	
Operating Total		<u>\$61,477,033</u>

## PROPOSED TRANSFERS

Transfer to Asset Replacement Funds	\$2,420,000	
Transfer to Capital Improvement Funds	\$6,569,250	
Transfer to Housing Program Fund	\$240,000	
Transfer to Other Post Employment Benefit Trust	\$1,645,728	
Transfer to Stormwater Fund	\$169,547	
Total Transfers		<u>\$11,044,525</u>
Total Proposed Expenditures and Uses of Funds		<u><u>\$72,521,558</u></u>

## OTHER REVENUES APPROPRIATED FOR

Capital Improvement Funds	\$5,192,892
Stormwater Fund	\$5,849,386
Housing Fund	\$323,689
Forest Conservation Fund	\$4,121
Opioid Abatement Fund	\$52,000

AND BE IT FURTHER ORDAINED that all of the sums set forth herein under the headings "PROPOSED EXPENDITURES", "PROPOSED TRANSFERS" and "OTHER REVENUES APPROPRIATED FOR" be and hereby are appropriated.

AND BE IT FURTHER ORDAINED that there is hereby levied on all of the assessable real property within the City an ad valorem tax at the rate of ***Twenty-six and Two/Tenths Cents (\$.262) on each One Hundred Dollars (\$100) of assessed value of said property***, and there is hereby levied an ad valorem tax on the tangible personal property subject to taxation by the City, except for manufacturing equipment, manufacturing inventory and commercial inventory of corporate and unincorporated businesses, at the rate of Fifty-Three Cents (\$.53) on each One Hundred Dollars (\$100) of assessed value of such tangible personal property.

AND BE IT FURTHER ORDAINED that the City hereby adopts the imposition of a full year, one-half year, three-quarter year and one-quarter year tax levies authorized pursuant to Title 10, Sections 10-102, 10-103, 10-104 and 10-105, Tax Property Article, Annotated Code of Maryland, as amended, and authorizes and empowers Montgomery County, Maryland, to collect and remit the same to the City of Gaithersburg, consistent with the imposition and collection of such levies on real property by Montgomery County.


ADOPTED by the City Council this 16th day of May, 2022.

DocuSigned by:  
  
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JUD ASHMAN, MAYOR and  
President of the Council

DELIVERED to the Mayor of the City of Gaithersburg this 16th day of May, 2022.  
APPROVED by the Mayor of the City of Gaithersburg this 16th day of May, 2022.

DocuSigned by:  
  
52E570A5749C472...  
JUD ASHMAN, MAYOR

THIS IS TO CERTIFY, that the foregoing Ordinance was adopted by the City Council of the City of Gaithersburg, in public meeting assembled on the 16th day of May, 2022; and that the same was APPROVED by the Mayor of the City of Gaithersburg on the 16th day of May, 2022. This Ordinance will become effective on the 1st day of July, 2022.

DocuSigned by:  
  
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Tanisha Briley, City Manager

**FY23 Budget**  
**Summary of Changes to Date**

**GENERAL FUND**

**ANTICIPATED REVENUES**

	<b>Proposed</b>	<b>Adopted</b>	<b>Change</b>
Local Taxes	\$ 34,867,700	\$ 34,867,700	\$ -
Licenses & Permits	4,760,100	4,760,100	-
Intergovernmental Revenue	23,052,495	23,113,975	61,480
Charges for Services	5,667,284	5,667,284	-
Fines & Forfeitures	1,942,500	1,942,500	-
Miscellaneous Revenue	1,267,931	1,237,931	(30,000)
<b>Anticipated Revenue</b>	<b>71,558,010</b>	<b>71,589,490</b>	<b>31,480</b>
Reappropriation	604,612	731,414	126,802
Transfer-In	200,654	200,654	-
<b>Total Anticipated Revenue</b>	<b><u>72,363,276</u></b>	<b><u>72,521,558</u></b>	<b><u>158,282</u></b>

**PROPOSED EXPENDITURES**

Office of the City Manager	2,616,267	2,554,891	(61,376)
Office of the City Attorney	988,460	998,806	10,346
Human Resources	1,385,298	1,408,435	23,137
Community & Public Relations	4,104,946	4,115,513	10,567
Finance & Administration	2,002,962	2,031,453	28,491
Information Technology	2,523,030	2,537,929	14,899
Non-Departmental	3,452,545	3,477,545	25,000
Parks, Recreation & Culture	10,679,437	10,689,155	9,718
Planning & Code Administration	6,231,805	6,298,016	66,211
Gaithersburg Police Department	10,354,255	10,400,590	46,335
Public Works	16,979,746	16,964,700	(15,046)
<b>OPERATING TOTAL</b>	<b><u>61,318,751</u></b>	<b><u>61,477,033</u></b>	<b><u>158,282</u></b>

**PROPOSED TRANSFERS**

Asset Replacement Fund	2,420,000	2,420,000	-
Capital Improvements Fund	6,569,250	6,569,250	-
Housing Program Fund	240,000	240,000	-
Other Post Employment Benefit Trust	1,645,728	1,645,728	-
Stormwater Fund	169,547	169,547	-
<b>TRANSFERS TOTAL</b>	<b><u>11,044,525</u></b>	<b><u>11,044,525</u></b>	<b><u>-</u></b>
<b>Total Proposed Expenditures</b>	<b><u>72,363,276</u></b>	<b><u>72,521,558</u></b>	<b><u>158,282</u></b>

**OTHER REVENUES APPROPRIATED FOR**

<b>Capital Improvement Program Fund</b>	<b><u>4,942,892</u></b>	<b><u>5,192,892</u></b>	<b><u>250,000</u></b>
<b>Stormwater Fund</b>	<b><u>5,849,386</u></b>	<b><u>5,849,386</u></b>	<b><u>-</u></b>
<b>Housing Fund</b>	<b><u>323,689</u></b>	<b><u>323,689</u></b>	<b><u>-</u></b>
<b>Forest Conservation Fund</b>	<b><u>4,121</u></b>	<b><u>4,121</u></b>	<b><u>-</u></b>
<b>Opioid Abatement Fund</b>	<b><u>-</u></b>	<b><u>52,000</u></b>	<b><u>52,000</u></b>

Subsequent Changes to the Introduced FY23 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
General Fund Revenues				
	General Fund Revenue in Proposed Budget			\$ 72,363,276
100-433100	Federal Grant - CDBG - Funding increased to account for prior years' funds for emergency housing assistance to be spent in FY23.	\$ 243,725	\$ 305,205	\$ 61,480
100-464210	Contributions - Arts - Reduction of duplicate funding.	60,000	30,000	(30,000)
	Adjust Reappropriation to Balance	604,612	731,414	<u>126,802</u>
	Total Changes to Revenues			<u>158,282</u>
	Revised General Fund Revenues			<u>\$ 72,521,558</u>

**Subsequent Changes to the Introduced FY23 Budget**

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
<b>General Fund Expenditures &amp; Other Uses of Funds</b>				
	General Fund Expenditures and Other Uses of Funds in Proposed Budget			\$ 72,363,276
	<b>Office of the City Manager</b>			
11xx-5xxxxx	Personnel Services - Personnel updates after release of FY23 Proposed Budget.	\$ 1,952,992	\$ 1,939,102	\$ (13,890)
1131-5xxxxx	Office of the City Manager - Personnel Services - Reduction of Legislative Affairs Manager position.	944,088	819,226	(124,862)
1131-546300	Office of the City Manager - In-Service Training - Increase in funding for racial equity training to expand training opportunities in FY23.	24,200	48,400	24,200
1133-531000	Economic & Business Development - IT (Non-Consultant) Services - Additional funding for economic development website redesign.	24,772	39,772	15,000
1142-543000	Housing & Community Development - Contributions - CDBG expense increased to account for prior years' funds for emergency housing assistance to be spent in FY23.	134,980	173,156	38,176
	<b>Office of the City Attorney</b>			
1111-5xxxxx	Legal Services - Personnel Services - Personnel updates after release of the FY23 Proposed Budget.	899,951	910,297	10,346
	<b>Human Resources</b>			
1135-5xxxxx	Human Resources - Personnel Services - Personnel updates after release of the FY23 Proposed Budget.	1,057,349	1,058,486	1,137
1135-534500	Human Resources - Wellness Programs - Additional funding for the purchase of new AED devices at the Gaithersburg Police Station.	44,155	51,155	7,000
1135-546300	Human Resources - In-Service Training - Additional funding for supervisory trainings for staff.	20,700	35,700	15,000
	<b>Community &amp; Public Relations</b>			
1217-5xxxxx	Financial Empowerment Center - Personnel Services - Personnel updates after release of the FY23 Proposed Budget.	134,019	144,586	10,567
	<b>Finance &amp; Administration</b>			
1141-5xxxxx	Finance & Administration - Personnel Services - Personnel updates after the release of the FY23 Proposed Budget.	1,600,106	1,628,597	28,491
	<b>Information Technology</b>			
114x-5xxxxx	Personnel Services - Personnel updates after the release of the FY23 Proposed Budget.	1,894,727	1,909,626	14,899
	<b>Non-Departmental</b>			

**Subsequent Changes to the Introduced FY23 Budget**

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
1911-536000	Non-Departmental - Miscellaneous Professional Services - addition of funding to conduct a grant writing study.	867,560	917,560	50,000
1911-536000	Non-Departmental - Miscellaneous Professional Services - Reduction in state aid consultation contract request.	917,560	892,560	(25,000)
<b>Parks, Recreation &amp; Culture</b>				
14xx-5xxxxx	Personnel Services - Personnel updates after the release of the FY23 Proposed Budget.	8,380,633	8,389,628	8,995
14xx-5xxxxx	Personnel Services - Adjustment to part-time minimum wage rates based on County minimum wage adjustment.	8,389,628	8,366,256	(23,372)
1436-536000	Special Events - Miscellaneous Professional Services - Additional funding to cover the cost of sound services at City events based on a new contract.	97,052	121,147	24,095
<b>Planning &amp; Code Administration</b>				
119x-5xxxxx	Personnel Services - Personnel updates after the release of the FY23 Proposed Budget.	5,516,585	5,582,796	66,211
<b>Police</b>				
1211-5xxxxx	Police Department - Personnel Services - Personnel updates after the release of the FY23 Proposed Budget.	9,743,131	9,789,466	46,335
<b>Public Works</b>				
1xxx-5xxxxx	Personnel Services - Personnel updates after the release of the FY23 Proposed Budget.	9,361,902	9,346,856	(15,046)
<b>Proposed Transfers</b>				
				-
Total Changes to General Fund Expenditures & Other Uses of Funds				<u>158,282</u>
<b>Revised General Fund Expenditures &amp; Other Uses of Funds</b>				<u><u>\$ 72,521,558</u></u>

**Subsequent Changes to the Introduced FY23 Budget**

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
<b>CIP Revenues &amp; Other Sources of Funds</b>				
	CIP Revenue in Proposed Budget Document			\$ 13,013,797
0000172- 434940	Blohm Park Train Improvements - State Grant - Bond Bill(s) - Addition of funding from the FY23 state bond bill.	\$ -	\$ 250,000	\$ 250,000
	Total Changes to CIP Revenues			250,000
	<b>Revised CIP Revenues</b>			<u>\$ 13,263,797</u>
<b>CIP Expenditures &amp; Other Uses of Funds</b>				
	CIP Expenditures in Proposed Budget Document			\$ 15,827,096
0000172- 591100	Blohm Park Trail Improvements - Construction - Addition of state funding from the bond bill for improvements	\$ 660,000	\$ 910,000	\$ 250,000
	Total Changes to CIP Expenditures			250,000
	<b>Revised CIP Expenditures</b>			<u>\$ 16,077,096</u>



Subsequent Changes to the Introduced FY23 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
Stormwater Expenditures & Other Uses of Funds				
	Stormwater Expenditures in Proposed Budget Document			\$ 5,054,139
3360-5xxxxx	SWM Operating - Personnel Services - Personnel updates after release of FY23 Proposed Budget.	\$ 1,177,772	\$ 1,189,119	\$ 11,347
	Total Changes to Stormwater Expenditures			11,347
	Revised Total Stormwater Expenditures			\$ 5,065,486

Subsequent Changes to the Introduced FY23 Budget

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
Asset Replacement Fund Expenditures & Other Uses of Funds				
	Asset Replacement Fund Expenditures in Proposed Budget Document			\$ 2,462,133
3830-595130	Parks, Rec, & Culture FA Replacement - Movement of Olde Towne Youth Center control room replacement from FY22 to FY23.	\$ 49,400	\$ 138,208	\$ 88,808
3850-595150	City Vehicles & PW FA Replacement - Movement of 8 vehicle purchase from FY22 to FY23 due to supply chain issues.	\$ 1,604,550	1,907,550	303,000
	Total Changes to Asset Replacement Fund Expenditures			<u>391,808</u>
	Revised Asset Replacement Fund Expenditures			<u>\$ 2,853,941</u>

**Subsequent Changes to the Introduced FY23 Budget**

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
<b>Housing Fund Revenues &amp; Other Sources of Funds</b>				
	Housing Fund Revenue in Proposed Budget Document			\$ 563,689
2142-433100	Federal Grant - CDBG - Increased to account for planned changes in FY23 CDBG allocation.	\$ 298,489	\$ 402,000	<u>\$ 103,511</u>
	Total Changes to Housing Fund Revenues			<u>103,511</u>
	<b>Revised Housing Fund Revenues</b>			<u><u>\$ 667,200</u></u>
<b>Housing Fund Expenditures &amp; Other Uses of Funds</b>				
	Housing Fund Expenditures in Proposed Budget Document			\$ 2,890,000
2142-562000	Homeownership Assistance Program - Increased to account for planned changes to FY23 CDBG allocation to increase funding for down payment assistance program.	\$ 790,000	\$ 892,000	<u>\$ 102,000</u>
	Total Changes to Housing Fund Expenditures			<u>102,000</u>
	<b>Revised Housing Fund Expenditures</b>			<u><u>\$ 2,992,000</u></u>

**Subsequent Changes to the Introduced FY23 Budget**

AC No.	Description	Amount Before Change	Amount After Change	Increase / Decrease
<b>Opioid Abatement Fund Revenues &amp; Other Sources of Funds</b>				
	Opioid Abatement Fund Revenue in Proposed Budget Document			\$ -
2230-434100	State Grant - Miscellaneous - Annual base direct funding from the state settlement fund to support opioid abatement activities.	\$ -	\$ 20,000	\$ 20,000
2230-434100	State Grant - Miscellaneous - Annual anticipated grant funding for use as part of specified opioid abatement activities.	-	32,000	<u>32,000</u>
	Total Changes to Opioid Abatement Fund Revenues			<u>52,000</u>
	<b>Revised Opioid Abatement Fund Revenues</b>			<u><u>\$ 52,000</u></u>
<b>Opioid Abatement Fund Expenditures &amp; Other Uses of Funds</b>				
	Opioid Abatement Fund Expenditures in Proposed Budget Document			\$ -
2230-522500	Program Activities - Anticipated full amount of state grant funding for opioid abatement activities; programming currently under development.		\$ 52,000	<u>\$ 52,000</u>
	Total Changes to Opioid Abatement Fund Expenditures			<u>52,000</u>
	<b>Revised Opioid Abatement Fund Expenditures</b>			<u><u>\$ 52,000</u></u>